



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: March 4, 2015

FR: Executive Director

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, which was approved by the Commission at its meeting on January 28, 2015, this constitutes the monthly travel report to the Administration Committee. Commission policies governing commissioner and staff travel require that three items be approved by, or reported to, this committee:

1. International travel (outside the United States and Canada) must be approved in advance by this committee at a regular public meeting.
2. All commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this committee.

International Travel Requests

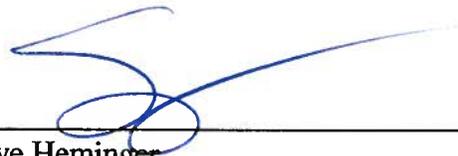
None.

Commissioner Travel

None last month.

Budget Report

As outlined in Attachment 1, actual travel expenses for all MTC funds are running below budget as of January 2015, with 58% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

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Travel Report
As of January (58.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	260,000	134,423	52%
BATA	178,000	72,852	41%
SAFE	12,500	4,091	33%
Clipper	64,000	7,496	12%
Total	514,500	218,861	43%